

## HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

**VACANCY ANNOUNCEMENT #**

09-02-022

**OPEN PERIOD:**

11/24/2009 – 12/8/2009

**JOB TITLE:**Defense Travel Systems  
Administrator**PAY GRADE AND SERIES:**

GS-0503-09

**PAY RANGE:**

\$46,625 - \$60,612

**POSITION LOCATION:**

San Luis Obispo, CA.

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS****PDCN #:** 70772000**Security Clearance Required:**  
**National Agency Check****AREA OF CONSIDERATION:** UNIT ONLY

Military grade of E-1 through E-8.

**Compatible Military Grade Assignment:** CMF 36, 42, 44.**Key Requirements:** Must be a current USPFO Technician.**THIS IS A PERMANENT POSITION**

This position is located in the Comptroller Division of the United States Property and Fiscal Office (USPFO). The paramount purpose of this position is to serve as the primary point of contact to the USPFO as the action officer for the Defense Travel System (DTS), with responsibility for carrying out a wide variety of complex processes related to DTS. Manages and organizes a Tier II help desk for the Army National Guard (ARNG) within the state.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) MAY BE authorized, subject to provisions of the Joint Travel Regulations and an agency determination that a PCS move is in the Government's interest

**Position Requires Travel:** Infrequent/Rare.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education or training which demonstrates the applicant's ability to read and apply a practical knowledge of procedures and established methods; and skill in dealing with others in person-to-person work relationships.

**Defense Travel Systems Administrator GS-0503-09:** Must have 24 months of specialized experience in summarizing, analyzing and evaluating financial data; experience which required both oral and written communication with others in a effective manner; experience which has provided a broad knowledge of financial data processes; experience in obtaining and interpreting information, organizing and developing clear and meaningful written information.

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Knowledge of pertinent financial data involved.
2. Ability to communicate with others effectively both orally and in writing.
3. Skill in doing thorough accurate work that requires a logical sequence of steps.
4. Ability to analyze and interpret rules, regulations, and procedures.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full time study or the equivalent) for the 12 months of the required experience. For experience required in excess of 24 months, education in schools above the high school level may be substituted at the rate of education for 6 months of experience.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, [if applicable](#)
- Miscellaneous Items (i.e., Flight Records, Bar Certification), [if applicable](#)
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), [if applicable](#)
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**